

BUSINESS LICENSE PROCEDURE



Belmont Permit Center APPLICANT'S GUIDE

The City of Belmont is committed to make things easier for people operating businesses, including home occupations. A business license is required by anyone conducting business in the City of Belmont, whether or not the occupation is temporary or permanent, home-based, resident, or non-resident. Business licenses are issued yearly, commencing the date of issue and are non-transferable. A new application must be made if ownership or location of business changes. It is illegal to operate a business in a zoning district where it is not allowed or to conduct business without a Business License. Prior to opening your business it is vital that a zoning clearance, fire safety clearance, and payment of Business License Fees be received by the City of Belmont. Follow the steps below to obtain a Business License.

Step 1. ZONING CLEARANCE WITH PERMIT CENTER STAFF

Please visit the public counter in the City of Belmont Permit Center:

One Twin Pines Lane (City Hall Building)
Belmont CA, 94002
Suite 110
8am-12pm and 1pm-4pm

Fill out the Business License Form and Permit Center staff will explain the process to you, go over permitted and conditional uses per your address and if permitted, give you a zoning clearance (if your business is Home-Based, complete the Home Occupation Affidavit and skip Step 2).

Step 2. FIRE CLEARANCE WITH BELMONT-SAN CARLOS FIRE DEPARTMENT

If your business is not Home-Based, you must contact the Belmont-San Carlos Fire Department (650) 802-4255 to request a Business License inspection and/or sign off. 8am-5pm

Step 3. SUBMITTAL AND PAYMENT TO THE CASHIER (PERMIT CENTER)

When Permit Center staff and the Belmont-San Carlos Fire Department have cleared your application, visit the Cashier in the Permit Center at:

One Twin Pines Lane (City Hall Building)
Belmont CA, 94002
Suite 100
8am-12pm and 1pm-4pm

Submit the completed Application with all applicable clearances and fees to the Cashier.

Permit Center (650) 595-7422

Cashier (650) 595-7436

Belmont-San Carlos Fire (650) 802-4255